

School Leaders of Iowa

December 2003

Bureau of Administration and School Improvement Services Iowa Department of Education

(This document is also available on the DE web site.)

<http://www.state.ia.us/educate/ecese/asis/index.html>

There is no winning, no hope of constant improvement, for you or your people, unless there is involvement. You must love what you do, or else excellence remains an elusive target.

Tom Peters, *A Passion for Excellence*

1. **Annual Progress Report (APR) Feedback Reports.** Each school district and accredited nonpublic school that submitted its completed APR in August has received an individual district feedback report and a statewide summary of APR data in late November. School districts and accredited nonpublic schools are asked to submit any corrections, if indicated, to their DE School Improvement Consultants. Each area education agency (AEA) received APR data for the schools and school districts it serves.

Contact: Jeanette McGreevy, 515-281-5332, jeanette.mcgreevy@ed.state.ia.us

2. **Annual Condition of Education Report.** The Annual Condition of Education Report is published yearly and provides a descriptive overview of the status of education in Iowa with respect to enrollment, staff, programs, student performance, and school finance. The report provides state summary information and information by enrollment category. In addition, comparisons of current year data are made to base year levels. Where possible, comparisons are also made to the nation and to states contiguous to Iowa with respect to various factors. The current report includes a background section in order to provide a demographic, social, and economic context for education in Iowa.

Copies of the Annual Condition of Education Report are distributed to school districts, area education agencies, nonpublic schools, state legislature members, school board members, educational organizations, and a wide array of other organizations and individuals. The distribution of reports is handled through the Bureau of Planning, Research, and Evaluation.

Access the Condition of Education Report at this web site address:

<http://www.state.ia.us/educate/fis/pre/coer/index.html>

3. **Comprehensive School Improvement Plan (CSIP): Technical Assistance Videotapes and Documents Distributed.** The Department distributed the first of monthly technical assistance videos and documents in late October. School districts and accredited nonpublic schools are encouraged to use each videotape and accompanying documents to deliver technical assistance to appropriate stakeholder groups about the CSIP due September 15, 2004. The Department will use the CSIP contact list each month to distribute documents via e-mail, and schools will contact their AEAs to obtain the monthly videotape.

Send future CSIP questions directly to Jeanette McGreevy for Q&A's that will be distributed through the statewide e-mail CSIP contact list.

Contacts: Jeanette McGreevy, 515-281-4750, jeanette.mcgreevy@ed.state.ia.us

Rita Martens, 515-281-5332, rita.martens@ed.state.ia.us

4. **Adequate Yearly Progress (AYP): Status Report.** Achievement data for measuring progress towards meeting the No Child Left Behind Act Adequate Yearly Progress (AYP) requirements has been collected from every Iowa public school district and school. After certifying the data, districts may log on to their Internet site to check results for their district and schools. Additional measures (such as safe harbor) may be used to determine when schools and districts have not achieved the annual measurable objective (AMO's) for NCLB. Therefore, caution should be taken before assuming which schools and districts have not made AMO. The Department will inform districts and schools of their status, including district graduation and attendance rates, in early December. An appeal process will be available until January 15, 2004, for districts contacted by the Department.
Contact: Paul Cahill, 515-281-3944, paul.cahill@ed.state.ia.us

5. **Introducing ILO (Iowa Learning Online).**

What is ILO? Iowa Learning Online is being designed to help local Iowa school districts expand learning opportunities for their high school students through courses delivered "at a distance" using technologies such as the Internet and interactive video classrooms connected to the Iowa Communications Network (ICN). Students will enroll in ILO courses through their local school district. The ILO course catalog is anticipated in February of 2004 and will be distributed electronically to Iowa school administrators at that time. A limited number of ILO courses will be offered for the 2004-05 school year with expansion of course offerings expected in the following school years.

ILO is the successor to the Iowa Virtual Academy that was under development during the 02-03 school year. While the Iowa Virtual Academy did not receive a state appropriation, other funding including a Star Schools grant has been secured to launch ILO.

Courses in the ILO catalog are anticipated to include both high school and college credit courses. The courses to be offered were identified from a survey of Iowa school administrators conducted by the Iowa Department of Education during spring of 2003.

Information sessions about ILO will be offered via the ICN in January. Watch this web site for more details: www.iowalearningonline.org.

Contact: Pam Pfitzenmaier, 515-242-4180, pam@iptv.otg

6. **Critical Due Dates Calendar.** A matrix containing "critical due dates" for reports, funding, and waivers, etc. is attached to the update this month. This list currently runs from December through July and marks the beginning of a yearlong due date calendar that will be available on the Department's web site some time in the future. In the mean time, please use this attachment as a desk reference to for critical due dates, as applicable, to your school. The list is not exhaustive at this point—other critical due dates will be added over time.
Contact: Eric Heitz, 515-281-5001, eric.heitz@ed.state.ia.us

7. **Iowa Evaluator Approval Training for Activities Directors Evaluating Only Coaches.** Activities and athletic directors who evaluate only coaches and who are seeking evaluator approval in order to conduct these evaluations will need to complete the same course work as all other personnel. There will not be a separate Iowa Evaluator Approval Training Program (IEATP) training for those activity directors or athletic directors who only evaluate coaches.

Information received by the Department included the following:

1. Consistency should be maintained in the application of teaching standards and criteria in any evaluation setting, including the classroom and coaching settings.
2. Consistency should be maintained in the language used as part of any district's approach to evaluation.
3. There was a general lack of stated demand for an alternative approach to training.

An activities director or athletic director who only evaluates coaches and does not have a current evaluator license may take part as a contributing evaluator, but an administrator who does hold a current evaluator's license will need to assume final responsibility in the evaluation of the coach. Coaching and teacher evaluations need to be conducted by someone with a current evaluator approval license.

Registration for the spring 2004 IEATP training sessions has included these activity/athletic directors in the second category of priority for participants to be included in training sessions. If the athletic director takes part in this spring's training and completes the DDL training, he/she will be eligible for a renewal of his/her current evaluator approval license.

Those principals or assistant principals who have completed the Evaluator Approval training and who are evaluating teachers do not need to do anything more to evaluate coaches. The evaluator approval license will allow them to evaluate both teachers and coaches.

Iowa Evaluator Approval Training Program: Statewide Registration/Schedule Spring 2004.

- In each region, registration information is available on the listed web site or by using the contact information provided. Registration will be on a first-come, first-serve basis, but **priority** will be given as follows:
 - a) District administrators hired for the 2003-04 school year that will be evaluating beginning teachers but have not had the IEATP training. This includes candidates from out-of-state and new administrators that have not had the training as a part of their administrative preparation program. This includes superintendents who have not had the IEATP Training.
 - b) Other district administrators and central office staff that have evaluation duties but have not completed the training. This includes district administrators who are not evaluating teachers but need to renew their evaluator approvals and activities directors who evaluate coaches but do not evaluate teachers.
 - c) AEA staff including consultants and or administrators (no stipend attached to this category of personnel).
 - d) Nonpublic administrators (no stipend attached to this category of personnel).
 - e) Any teachers, including those who currently hold evaluator approval.
 - f) Categories "c" through "e" will be held on a waiting list until 10 working days prior to the start of training to ensure that any personnel in categories "a" and "b" have access to the process.
- This will be the last set of cohorts where participants who are employed by a public school will qualify for a stipend upon completion of IEATP and DDL training.
- In order to maintain the required evaluator approval license, activities directors who only evaluate coaches will have to participate in the existing IEATP training program just as principals, superintendents, and others do in order to maintain a current evaluator approval license.
- Each registrant will indicate a first and second option for training in the event that a particular cohort fills with first preference participants.

Cohort	Location	Dates	Site
Central Region (AEA 11)			
C 22	West Des Moines	Jan 9, 23, 30 Feb 13, 20 Mar 5	West Des Moines CSD, Learning Resource Center
C 23	Ankeny	Jan 12, 26 Feb 2, 16 Mar 1, 8	Heartland AEA, Woodside Branch Office
East Region (AEAs 9 and 10)			
E 22	Cedar Rapids	Jan 20, 27 Feb 9, 18 Mar 2, 9	Grant Wood AEA
E 23	Bettendorf	Jan 9, 20, 27 Feb 9, 23 Mar 2	Mississippi Bend AEA

Northeast Region (AEAs 1, 267)			
NE 22	Cedar Falls	March 22 April 1, 8, 22, 29 May 6	AEA 267
NE 23	Clear Lake	March 24, 30 April 7, 13, 20, 28	AEA 267
Northwest Region (AEAs 4, 8, 12)			
NW 22	Storm Lake	Jan 28 Feb 4, 11, 18, 25 Mar 3	AEA Office
NW 23	Sioux City	Feb 3, 10, 17, 24 Mar 2, 9	AEA 12
South Region (AEAs 13, 14, 15, 16)			
S 22	Creston	Jan 29 Feb 17 March 2, 9, 18 April 6 April 15 (snow day)	AEA 14
S 23	Burlington	Jan 14, 28 Feb 11, 25 Mar 10, 24 Snow days: Mar 31 Apr 14, 21	AEA 16

- South Region (AEAs 13, 14, 15, 16)
Register at <http://www.aea13.org/evaluatorapproval>.
Regional Coordinator: Joan Crowl. Contact professional development at 712-366-0503 or 800-432-5804.
- Central Region (AEA 11)
Register at www.aea11.k12.ia.us. Click on the Professional Development Catalog link.
Regional Coordinator: Lora Wunsch. Contact professional development at 515-270-9030 or 800-362-2720.
- Northeast Region (AEAs 1, 267)
Register at <http://edservices.aea7.k12.ia.us/sd/>.
Regional Coordinator: Ed Redalen. Contact educational services at 319-273-8200 or 800-542-8375.
- East Region (AEAs 9 & 10)
Register at <http://www.aea10.k12.ia.us/webfiles/profdev/index.html>.
Regional Coordinator: Mary Muehl. Contact professional development at 319-399-6700 or 800-332-8488.
- Northwest Region (AEAs 4, 8, 12)
Register at <http://www.aea12.k12.ia.us>.
Regional Coordinator: Judy Keith, Sioux City CSD. Contact at 712-279-6676. Jeanne Hanna, AEA 12, at 712-274-6000 or 1-800-352-9040.

Data Driven Leadership (DDL): Reimbursement Eligibility and Purchasing.

- a) The eligibility for a principal's position to receive the DDL reimbursement award of \$900 is based upon two things:
 1. The completion of the DDL training verified to the Department by the trainer.
 2. Having 80% of the teachers in one of the buildings a principal supervises complete the online TAGLIT assessment survey.
- b) The eligibility for the superintendent's position to receive the DDL reimbursement award of \$900 is based upon one thing:
 1. The completion of the DDL training verified to the department by the trainer.

- c) All DDL training is available through each of the AEAs. Please contact them for a schedule of training sessions as needed.
 - d) In order for any principal to initiate work with his or her staff to complete the TAGLIT assessment survey online, please contact Warren Weber: (Office) 515-281-3750 (Field) 515-281-7700, warren.weber@ed.state.ia.us
 - e) Once 80% of the teachers in the selected building have completed the survey and a principal would like confirmation of that, contact Warren.
 - f) The next step is for the principal and/or superintendent to purchase from the Iowa AV Coop and/or the Iowa Media Coop the hardware/software desired and submit to the department the certification form along with copies of the purchase orders and invoices for each item purchased. All purchases must be made from the Iowa AV Coop <http://av.co-op.k12.ia.us> and the Media and Technology Coop <http://www.iec-ia.org>. These web site addresses are also available on your AEAs web page.
 - g) The current fall catalog for the AV Coop including the Apple products listed **has been extended to February 23, 2003**. The vendor may not include all current items in the extension. Please make your purchases from this catalog by that date.
 - h) The beginning date for the spring catalog is currently scheduled for April 1, 2004.
 - i) The current catalog prices and inventory for the Media and Technology Coop are in effect until **June 30, 2004** with exceptions as noted on the web page.
 - j) Once the department receives the certification form and the attached purchase orders and invoices, the claim is processed and payment is made to the respective Area Education Agency and it in turn forward payment to the local school.
 - k) There is only one award available per principal and per superintendent regardless of the number of buildings or districts that they serve.
 - l) The award is provided to the school where the principal or superintendent was located when they completed the DDL training. If a principal or superintendent changed schools between the 2002-03 school year and the 2003-04 school year and had taken the training during the 2002-03 school year that school would be the beneficiary. It is not possible to count the same training for one principal or superintendent in two different districts. It is also not possible to count the training for both the previous and the current principal in the same district without extending the DDL budget beyond its limits. If the previous principal or superintendent took the training while in a district and then their successor takes the training while in the same district, only one award will be allowed the position.
 - m) Schools wanting to purchase Apple products may use the **REVISED (from November School Leaders Newsletter)** list that appears in Excel table form as an attachment to this *School Leaders of Iowa Update* to select from in order to purchase available items. On your order to the AV Coop, please include the exception number on the purchase order when placing your order. Beyond that follow the same procedures as any other order you may place with either of the cooperative purchasing program. The current deadline for the Apple listing has also **been extended to February 23, 2004**. Another product listing will be requested from Apple for the spring catalog.
 - n) Any order from the cooperative purchasing program may be placed between now and May 15, 2004. Before it can be processed however, the principal or superintendent's position involved must meet each of eligibility requirements as outlined above. Without verification of each item needed for eligibility, no reimbursement can be provided and the school/district will be left with the expense of those purchases.
 - o) All funding available to support the DDL reimbursement awards expires June 30, 2004. **As a result the deadline for accepting certification forms with attached documentation of purchases from any eligible principal or superintendent will be May 15, 2004.** Please, address this process as soon as possible in order to avoid the loss of reimbursement due to missed deadlines.
 - p) Once the order is placed any issues of delivery of product and provision of invoices is between the district and the vendor. If there is a delay in the order and/or the billing, please work with the vendor.
- Contact: Warren Weber, (Office) 515-281-3750 (Field) 515-281-7700,
warren.weber@ed.state.ia.us

TAGLIT Registration

There are still several hundred buildings/principals that have not yet registered to conduct the TAGLIT online assessment. Beginning in January the department will begin to register those schools without notice and give them a thirty-day window to complete the online assessment. This will be done so they don't windup ineligible for reimbursement at final deadline of May 15, 2004. In order for any principal to initiate work with his or her staff to complete the TAGLIT assessment survey online, please contact Warren Weber: (Office) 515-281-3750 (Field) 515-281-7700, warren.weber@ed.state.ia.us.

DDL Payment of Reimbursement Awards

The department has experienced delays in processing the claims presented. The first payments should be coming to the AEAs sometime in early December and then they will forward the funding to the district. The processing of claims will continue to take place as rapidly as possible in order for schools to receive payment. The delay will not jeopardize funding to the schools.

8. **School Transportation: Bus Emissions Education Program.** Many school administrators are familiar with the BEEP (Bus Emissions Education Program) project. It has been in existence for several years now. This project is a joint effort of the DE, DNR, SAI, IPTA, and the Mirencos Company. The focus of the project has been and continues to be to identify "dirty" diesel emission problems with Iowa school buses identified through a tail pipe emissions test. In most cases, the buses can be cleaned up using some basic preventive maintenance procedures. Some newer buses also have had some problems because of faulty engine parts and/or engine computers that have been malfunctioning.

The BEEP test people follow behind the school bus inspectors when they come to your district, making for a twice-a-year test procedure. These data are compiled and returned to the school district with each school bus receiving either a green, yellow or red test score. *Green* indicates the engine is running clean, *yellow* indicates some maintenance is probably required, and *red* could indicate some major maintenance problems or possibly a major engine problem. The *red* buses are the ones that could cost a district substantial sums of money at some point down the road.

A representative of the BEEP program will be calling on schools in the near future to explain the project in more detail. This person will also be asking for permission to contact local businesses for a pledge of financial support to keep this project alive. The Department urges each district to give its support to this project so Iowa can continue to clean up the school bus emissions and make the environment safer.

BEEP is a worthwhile program that deserves the continued support of all school districts. It is fully funded by outside sources and costs nothing for the district to participate. In fact, the testing may actually save the district hundreds if not thousands of dollars by catching an engine problem before it becomes destructive to the bus.

Contact: Max Christensen, 515-281-4749, max.christensen@ed.state.ia.us

9. **Mentoring and Induction Funds and Reporting Teachers.** Mentoring and Induction funds are distributed to districts and AEAs based on the number of first and second year teachers identified on the Fall BEDS. Districts and AEAs receive \$1,300 per year multiplied by each new teacher *reported. One half of the funds will be released in December 2003 and the final half will be released in May 2004. In January 2004, each district or AEA will be able to make adjustments to the number of new teachers by completing a BEDS Update. A special form will be available as part of the update specifically to report first and second year teachers. If you have questions about the BEDS report, contact Alison Radl in the Department at 515-281-5286. Program questions should be directed to Mary Beth Schroeder Fracek.

*A teacher in his/her first year of teaching should be entered on the BEDS as a "zero" for having zero years in the profession; a second year teacher should be entered as a "one" for having completed his/her first year in the profession. Teachers with only one year of teaching out of state or in a non-public school in Iowa are eligible to be in the Mentoring and Induction program for up to two years. The district or AEA could receive up to two years of funding based on each of those teachers. *For the*

purposes of generating funding for this program he/she would be identified as in his/her first year of the profession until he/she has taught in an Iowa public school district for one year. Therefore, each of the teachers with one year of out-of-state or Iowa non-public teaching experience would initially be identified on the BEDS as a "zero," even though in reality he or she has two years of experience.

Contact: Mary Beth Schroeder Fracek, 515-281-3160 or marybeth.schroederfracek@ed.state.ia.us

Legal Lessons

The contact person for each legal lesson is Carol Greta, 515-281-5295, carol.greta@ed.state.ia.us

10. **Academic Eligibility to Participate in Interscholastic Athletics.** At its November meeting, the State Board of Education heard the following results from the survey sent to all Iowa high schools earlier this fall:

- 315 (80%) of high schools responded
- 62% use a stricter eligibility rule than the state minimum rule of "pass 4"
- 60% of local boards have reviewed this issue within the past year or intend to review it this school year
- Of those who conducted a review, 25% made a change, although most changes were minor (e.g., adding study tables or changing the period of ineligibility) and few changed the academic threshold itself
- 215 respondents chose to comment; of those, 82% do not want any change made to the statewide minimum rule

The Board intends to vote on this issue at its January 14 or 15 meeting. It appears from the discussion of the members that the idea of going to a statewide 2.0 GPA is no longer under consideration. However, a statewide requirement that students pass all academic courses appears to be under serious consideration by the Board.

11. **When School Boards Vote.** Final action on any issue by a school board is always taken in open session. But how accountable are the individual members of the board for their votes? Here are principles from Iowa's Open Meetings Law (Iowa Code chapter 21) to be followed to ensure accountability to the public:

- Never use secret ballots; the vote of each member must always be cast in public.
- Always take a roll call vote to go into closed session.
- Use voice votes sparingly. If it is hard for observers to tell who voted or how they voted, take a roll call vote. Try to use a voice vote only if a vote is unanimous.

These and other tips about both the Open Meetings Law and Open Records Law can be found on the web at www.iowaAttorneyGeneral.org, then click on "Sunshine Advisory" bulletins.

12. **Weather-Related School Closings and Other Calendar Issues.** To assist school districts in making appropriate decisions with regard to weather-related calendar issues, the Department has a set of frequently asked questions entitled School Year/Calendar at the following web site: www.edinfo.state.ia.us/web/faqs.asp?f=scy0000. Some pertinent Q and As from that set of calendar questions appear below:

- a) **Question:** May a school district lengthen the school day and add up (stockpile) accumulated time to make up for days missed as a result of inclement weather?
Answer: No. Iowa Code section 279.10 requires school districts to have a minimum of 180 days. This is an issue of days of instruction provided; this is not an issue of hours in each day.
- b) **Question:** May a school district make up snow days on Saturday?
Answer: Yes. Iowa Code section 279.10 does not designate what days of the week are official "school days."

- c) **Question:** A school district has parent-teacher conferences planned on a Tuesday and Thursday evening yet to come in the school's calendar. Staff and students will also go to the school on Friday of that same week. May the district count the hours spent on parent-teacher conference Tuesday and Thursday night as another day of student instruction on Saturday (a fifth consecutive day, Tuesday through Saturday) -- even though staff and students would not attend school on Saturday?
Answer: Yes. 281 IAC 12.1(9) provides for this exception as long as the five consecutive days equals 27.5 hours of student instruction. Remember, parent-teacher conference time counts as student instruction.
- d) **Question:** May a school district make up parent-teacher conference time missed because of weather and count that time toward student instructional days?
Answer: Yes.
- e) **Question:** May a school district add parent-teacher conference time that was not in the original school calendar and count that time toward student instructional days.
Answer: No.
- f) **Question:** May a school district count weekends as consecutive days?
Answer: Yes, if instruction takes place on a weekend day.
- g) **Question:** May a school district add-up (stockpile) hours to use outside of five consecutive days to get out early before a holiday?
Answer: No.
- h) **Question:** Must a sequence of consecutive school days start on a Monday?
Answer: No. Consecutive school days may start at the end of one week and conclude in the following week and may include a weekend day if students are in school on the weekend day. Also, the same day may not be counted in two separate five-day periods.
- i) **Question:** Under what circumstances may school dismiss early before a holiday and still count the day as day of student instruction?
Answer: There are three possibilities.
 - Students must have 5.5 hours of instruction on the early dismissal day prior to a holiday.
 - A school or school district has to provide parent-teacher conference time "beyond the regular school day" within five consecutive days prior to a holiday. Total time (including the parent-teacher conferences) for those five consecutive days must be 27.5 hours. Early dismissal prior to the holiday is any time after the 27.5 minimum requirement is met.
 - Students may be dismissed early on a day prior to a holiday provided that the rest of that school day is used for staff development until the minimum 5.5 hours for a minimum school day are met. Students, however, need to receive instructional time on the early dismissal day prior to a holiday until the 27.5 hours of instruction within five consecutive days are met.
- j) **Question:** May local school boards forgive snow make-up days?
Answer: No.
- k) **Question:** May a school district get a waiver from the Department of Education to NOT make up snow days.
Answer: No.
- l) **Question:** By November 1 of each year, may a school district request an innovative calendar that builds in snow make-up days?
Answer: No. This is not the intent of a request for innovative calendar.
- m) **Question:** May "whole" day professional development days count as student instructional days?
Answer: No. Students would have to come for some part of the day as described in 281 IAC 12.1(9). In addition, those five consecutive days would have to total 27.5 hours of student instructional time. Professional development does not count as student instructional time.

- n) **Question:** Do all attendance centers in a school district have to provide the same number of student instructional hours?
Answer: No, building schedules may vary as long as each building accounts for 180 days of instruction. However, each building must provide a minimum of 5.5 hours of student instruction. To count a day of school, all grade levels of the school or school district must be operated and available for attendance by all students.
 Exception: If a classroom or attendance center is closed for emergency health or safety reasons, but the remainder of the school or school district is in operation, the day may be counted as a day of school.
- o) **Question:** If "early bird" students come to school on what becomes a "snow day" but no other students are bused to the school, may a day of student instruction be counted?
Answer: No. 281 IAC 12.1(8) states that "a day of school is a day during which the school or school district is in session and students are under the guidance and instruction of the instructional professional staff." In addition, all grade levels of the school or school district must be operated and available for attendance by all students.
- p) **Question:** Do the schools or school districts have to run the buses to count the day as a day of student instruction?
Answer: Yes. Not only do the buses have to run, but students also need to be "under the guidance and instruction of the instructional professional staff." All grade levels of the school or school district must be operated and available for attendance by all students. This implies that students must be in classes for some period of time prior to early release. See 281—IAC 12.1(8) and Iowa Code section 285.1(8). OAG #93-11-8.
- q) **Question:** Do seniors have to make up "snow days"?
Answer: No. Iowa Code 279.10 states: "The district may excuse a graduating senior who has met district or school requirements for graduation from attendance during the extended school calendar." Rule 281-IAC 12.1(7) requires that there be a board policy to excuse seniors from making up "snow days."
- r) **Question:** May a school district let out school for athletic tournaments and other competitions and still count the day as a day of student instruction?
Answer: Yes, but only if the district keeps each building open and available for attendance by all students, and students in all grade levels are "under the guidance and instruction of the instructional professional staff" pursuant to 281—IAC 12.1(8). No, if an attendance center or district is closed. In addition, if school is dismissed before the minimum 5.5 hours of student instruction, the school must make up the time.
- s) **Question:** Does a school district have to file paperwork with the Department of Education if it drastically changes its current school calendar for purposes of making up student days lost as a result of inclement weather?
Answer: No.

Hot Links—News You Can Use

Calendars: Critical Dates and Schedules

- School Bus Inspection Schedules: 2003-04 School Year
<http://www.state.ia.us/educate/ecese/asis/trans/calendars.html>
- LEA Comprehensive Site Visit Schedule: 2003-04 School Year
<http://www.state.ia.us/educate/ecese/asis/csi/calendars.html>

Comprehensive School Improvement for Student Benefit

- 281—IAC Chapter 12: General Accreditation Standards for Iowa Schools
<http://www.state.ia.us/educate/legis/iac28112.pdf>
- Comprehensive School Improvement Plan (CSIP) due September 15, 2004

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Jeanette McGreevy, Chief, Bureau of Administration and School Improvement Services
 November 26, 2003

<http://www.state.ia.us/educate/ecese/asis/csi/documents.html>

Parental and Student Choice

- Competent Private Instruction (Home Schooling) Handbook
<http://www.state.ia.us/educate/ecese/asis/cpi/index.html>
- Open Enrollment (Handbook and Application)
<http://www.state.ia.us/educate/ecese/asis/oe/index.html>
- Post-Secondary Enrollment Options (PSEO)
<http://www.state.ia.us/educate/ecese/asis/pseoa/index.html>

Student Progress: Annual Reporting

- Annual Progress Report (APR)
<http://www.state.ia.us/educate/ecese/asis/csi/reports.html>
- Annual Yearly Progress (AYP)—Talking Points
<http://www.state.ia.us/educate/ecese/nclb/doc/ayptp.pdf>

Waiver Request Processes and Forms

- Early School Start, New Innovative Calendar, Continued Innovative Calendar, Chapter 12 Accreditation Standards, Foreign Language
- <http://www.state.ia.us/educate/ecese/asis/waivers/index.html>